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ABSTRACT

This module on health careers is one of eight modules designed for individualized instruction in health occupations education programs at both the secondary and postsecondary levels. This module contains an introduction to the module topic and two learning experiences. Each learning experience contains an overview, an objective (e.g., name and describe three health careers), and three activities (e.g., watch a film on health careers). Student performance assessment forms for use by the instructor are provided for each learning experience. Concluding the module is a student self-check with a model answer key. (JH)

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ED173664

HEALTH OCCUPATIONS

MODULE

HEALTH CAREERS

I. GENERAL

DEPARTMENT OF VOCATIONAL EDUCATION

Temple University

of the Commonwealth System of Higher Education

Philadelphia, Pennsylvania

January, 1978

CE022 529

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HEALTH OCCUPATIONS

MODULE

For the teacher...

ABOUT THE MODULE

DEPARTMENT OF VOCATIONAL EDUCATION

Temple University
of the Commonwealth System of Higher Education

Philadelphia, Pennsylvania

January, 1977

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For the teacher...

ABOUT THE MODULE

ORGANIZATION

Each module is designed to help the student to gain competence in an area considered important in health occupations.

Each module contains an introduction and a series of learning experiences. Overviews, which precede each learning experience except the final one, provide at a glance brief descriptions of what each learning experience entails.

Two types of objectives form the basis of the learning experiences: a terminal objective and enabling objectives. The enabling objectives are designed to help the student achieve the terminal objective. Each learning experience has activities designed to facilitate accomplishing the objective, and by use of the feedback devices provided, the student should be able to determine if he/she has reached each objective.

The first learning experience is designed to provide the needed background information. The remaining learning experiences are designed to provide the opportunity to apply that information in a practice situation. The final learning experience always requires the demonstration of the skill in an actual school situation.

PROCEDURE

1) Briefly discuss the purpose of the module.

2) Direct the students to review the introduction, the objectives and overviews preceding each learning experience, including the final learning experience.

3) The student needs to complete only those modules and/or learning experiences covering skills he/she does not already possess.

4) Answer the questions related to the module.

5) If the student decides that he/she is already competent in the specified area, provide him/her with an opportunity to "test out." Administer the "Final Learning Experience."

6) Instruct students who do not have the competencies indicated, to complete the module.

7) In cooperation with the student, determine a schedule for completing the module.

8) Instruct the student to make the necessary arrangements with you, the resource person, when he/she is ready to take the final learning experience.

9) If the student is unsuccessful in completing the final experience, instruct him/her to meet with you, the resource person, in order to provide for recycling through the module, or for completing some other activity suggested by the student or resource person and commonly agreed upon.

TERMINOLOGY

Actual School Situation — refers to a situation in which one is actually a student in a real school.

Occupational Specialty Area — refers to the student's major area of emphasis within the health occupations program.

Peers — refers to fellow students who are used to:
1) role-play students, etc.,
2) critique the student's performance, and
3) participate in discussions.

Unless otherwise specified, these peers should be persons within the student's own occupational specialty.

Resource Person, Instructor — refers to the person in charge of the student's educational program, i.e., the teacher who is guiding the student in taking the module.

You, Student — refers to the person who is taking the module.

HEALTH OCCUPATIONS MODULE

designed for the purpose
of individualizing instruction
in the health related occupations
program.

Prepared by...

Temple University of the Commonwealth System of Higher Education
Philadelphia, Pennsylvania

DEPARTMENT OF VOCATIONAL EDUCATION

Professor Dr. Amos C. Rivell, Chairman

In conjunction with...

The Pennsylvania Department of Education

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PREREQUISITES: There are no PREREQUISITES to this module.

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INTRODUCTION

Happiness is having a Career, like a Health Career!

Health can be defined as that "quality of life as a person lives it." This includes the way one thinks, feels, and acts. When a person is "unhealthy," a Health Care Team is needed to assist with maintaining this quality of life.

The Health Care Team is made up of many members. Each member has different interests and different skills. These interests and skills are developed within a specific HEALTH CAREER.

The health assistant is an entry worker in a variety of health occupations. He or she serves as an assistant in many areas, always working under the supervision of a professional. The assistant performs simple tasks assigned by the nurse or other health facility workers, assists physicians and/or dentists in their offices and performs simple laboratory procedures. He or she might assist in the care of ill or convalescent persons in the home or handle clerical duties in health care facilities.

A Health Career is "people helping people." There are over two hundred and fifty health and health related careers.

This module invites you to explore health careers in general and specific areas. It identifies the health careers that you may begin to study while in High School.

The Learning Experiences in this module are designed to bring you close to a self-image, self-satisfaction, and to a means of gainful employment. These are the rewards for selecting a health career.

Be happy. Be healthy. Consider a Health Career!

RESOURCES

A list of the outside resources which supplement those contained within the module follows. Check with your teacher (1) to determine the availability and the location of these resources, (2) to locate additional references, (3) to obtain assistance in setting-up activities with peers or observations of Health Specialists, if necessary. Your teacher may be consulted if you have any difficulty with directions, or in assessing your progress at any time.

LEARNING EXPERIENCE I

Free Library or School Resource Center
Thomas Jefferson University, Health Careers Guidance Manual
VIC's Computer - (at School or Library)
VIC's Computer - Vocational Information Center

LEARNING EXPERIENCE II

Recommended Films: Careers in Health. and Health Careers. National Health Council, 1740 Broadway, New York, New York 10019.

Reference: Allen, A. S., Ed.: Introduction to the Health Professions. St. Louis, Missouri: C. V. Mosby Company, 1975.

Learning Experience I

Overview

Enabling Objective: At the end of this module you will have a better understanding of Health Careers in general and be able to name and describe at least three.

Activity 1: Preview "Health Careers Guidance Manual" - for the Greater Philadelphia Region.

Activity 2: Go to your school counselor or Free Library and request information on and use of the VIC's computer.

Activity 3: Go to your school resource center or Free Library and check the card catalogue for information on health careers.

Feedback

(Activity 1)

Preview the Health Careers Guidance Manual.

Pick out the careers that interest you most:

1) Record - Job Briefs
   - Name of the career
   - Description of work
   - Personal qualifications
   - Where employed
   - Entrance requirements
   - Educational requirements
   - Where to write for further information

2) Hospital Education and Training programs.

3) Read about College and University programs.

4) Read about Army, Navy and Air Force Medical Training Programs.

5) Read about Special Programs and Services - Minority, Disadvantaged, Women, others.

6) Read about Hospital Employment opportunities.

7) Read about Financial Aid.

8) Read about Volunteer Service Opportunity.

9) Read about Health Career Films.

10) Read about Sources of Information about Health Careers.

(Activity 2)

Go to your school counselor or Free Library and request information on and use of the VIC's computer - (Vocational Information Center)

1) Obtain information on Health Careers of your choice:

Health Career

a. General Duties
b. Educational Requirements
c. Recommended High School Courses
d. Interests
e. Personal Qualities
f. Physical Qualities
g. Where Work is done
h. Philadelphia Employment
i. Current Pay
j. Benefits, Working Conditions,
k. Advantages, Disadvantages
l. Chances for Advancement
m. Future outlook
n. Schools in Philadelphia area and cost
o. Scholarship and Financial Aid
p. Schools outside Philadelphia area
q. National Accrediting Agencies
r. Refer to Occupational Outlook Handbook in Counselor's Office and also the D.O.T. (Dictionary of Occupational Trades).

(Activity 3)

Go to your school Resource Center or the Free Library and <u>check the card catalogue</u> for information on health careers of interest to you.

1) Some suggested headings are:

Medicine as a profession
Medical Careers
Medical technology as a profession
Nursing as a profession
Dentistry as a profession
Immunology
Diseases
Medical Assistant
Dental Assistant
Medical Lab Assistant
Anesthesiologist
Doctor - various types
Viruses
Clinics
Hematology
Chemistry
Histology
Cytology
Pathology
Microbiology
Surgeon
any other related to health careers.

2) <u>Choose four topics</u>
Look up the material in at least two or three books.

3) Write 3 or 4 pages on each topic.

4) Write Bibliography used for writing each report.

<u>Feedback</u>

STUDENT PERFORMANCE ASSESSMENT FORM

	LEVEL of PERFORMANCE	
	Satisfactory	Unsatisfactory
1. Student picked out at least three Health Careers from the Guidance Manual		
2. Student gathered information on this health career by doing a search using the VIC's computer.		
3. Student chose and wrote on at least four topics using the card catalogue as a source to books.		

Instructor's signature _____

Instructor's comments:

Learning Experience II

Overview

Enabling Objective After completing the required readings and film review, identify the Health Cluster and the skills common to its career families.

Activity 1 Read the following essays on Health Careers:

1. "Dental Assistant," p. 5,
2. "Home Health Management," p. 6,
3. "Medical Assistant," p. 6,
4. "Medical Laboratory Assistant," p. 7,
5. "Nurse's Aide," p. 7,

Activity 2 Watch a film on Health Careers. Recommended Film: Careers in Health. National Health Council, New York, New York.

Optional Activity For further information on Health Careers, you may want to read Allen, Introduction to the Health Professions, C.V. Mosby Company, 1975.

Activity 3 Demonstrate your knowledge about Health Careers by completing the "Self Check" on pp. 9.

Feedback Evaluate your knowledge by comparing your completed "Self Check" with the "Model Answers" on pp. 11.

(Activity 1)

Read the following essays on Health Careers:

1. "The Dental Assistant,"
2. "Home Health Management,"
3. "The Medical Assistant,"
4. "The Medical Laboratory Assistant,"
5. "The Nurse's Aide."

THE DENTAL ASSISTANT

Time and the Dental Assistant are the most valuable assets of today's Modern Dentist. As a member of the DENTAL TEAM, the dental assistant is a well-trained individual who assists in many duties carried on within the dental office. The assistant allows the dentist to devote more time to his or her patients.

One role of the dental assistant is performed at the chairside. The duties begin with the patient's records, the medical history, and the treatment rendered.

In a professional and efficient manner, the dental assistant will interview the patient, seat the patient in the dental chair, and prepare the patient for treatment.

The dental assistant will arrange the dental instruments, materials and medication, and will hand them to the dentist as needed. The assistant is always reassuring to the patient while assisting the dentist with patient management.

In the laboratory, the dental assistant makes models of teeth, casts inlays, and performs many other minor tasks once performed by the dentist. The assistant may also process exposed X-Ray films.

Another important function of the dental assistant is to serve as office manager or receptionist in making appointments for the patient, collecting fees, answering the phone, ordering supplies, and paying bills.

Other dental occupations include the Dental Hygienist, Dental Laboratory Technician, and the Dentist. You may

wish to further explore this health cluster and its family of occupations.

SMILE!
YOU MAY SELECT A DENTAL CAREER!!

HOME HEALTH MANAGEMENT

Home Health Management refers to the Homemaker or Home Health Aide. The Homemaker-Health Aide cares for the elderly and disabled within their home. This person is also a well-trained member of the health care team. Allied workers in health and social services rely upon the Homemaker-Home Health Aide to fulfill their goals for providing community services.

Persons participating in the Home Management Program are employed by an agency. They are responsible to this agency for completion of the assignments and the accompanying workload. This program seeks out PERSONABLE individuals who are mature, friendly, emotionally stable, and who like to work with people.

The language of health is common to all health careers. The Homemaker-Home Health Aide must be familiar with this language. Many health terms are studied in preparation for this career. Patient care is the common skill of this health career cluster.

For the Homemaker-Home Health Aide, "Charity begins at the patient's home."

THE MEDICAL ASSISTANT

There is a great demand for Medical Assistants to attend the busy offices of today's physicians. There are also many areas of specialization where trained assistants are needed to conduct various diagnostic studies. One of the most needed of these technicians is the competent, well-trained office assistant. We will focus on this individual.

The Medical Office Assistant is a person who is able to manage the physician's office, receive the patients, and assist in the examining room and laboratory. The Medical Assistant is not a nurse, nor is the assistant a medical technologist. The role of the medical office assistant is more general in nature. The significance of this role, however, is clearly recognized as a function of the "Medical Team."

The duties of the medical office assistant are similar to those of other assistants such as, answering the telephone, making appointments, attending to mail and routine correspondence, and maintaining financial records and files.

The medical office assistant may also be responsible for keeping medical records as directed by the physician, interviewing patients, and managing everyday office routines of the physician.

Preparation of the patient for examination, assisting the physician with the examination, sterilizing and replacing instruments, cleaning equipment and performing some routine tests are among the clinical or patient observations of the medical assistant.

This health cluster is also an expanding field with many sub-clusters. The student should further explore the many areas of specialization for this cluster, such as:

Cardiopulmonary Technician or Technologist
*Central Service Technician
*Electrocardiographic Technician
*Electroencephalographic Technician
*Emergency Medical Technician
Medical Assistant in Pediatrics
Medical Records Technician or Clerk
Nuclear Medicine Technician or Technologist
*Operating Room Technician

*Operating Room Technician
Optometric Technician
*Orderly
Radiologic Technician or
Technologist
Respiratory Therapist
*Ward Clerk

The asterisk (*) denotes High School training or minimal Post High School Training as a requirement.

Technician or Technologist determines a different level of training from Technical School to College.

THE MEDICAL LABORATORY ASSISTANT

The Medical Laboratory Assistant belongs to one of the most unique health clusters. The expansion of laboratory services for patient testing makes it necessary to train qualified individuals to perform tests and to operate equipment that provide diagnostic feedback to the physician.

The Medical Laboratory Assistant works under the direct supervision of a Medical Technologist and/or Pathologist (the laboratory physician). The assistant performs routine tests, prepares tissue samples, takes blood tests, runs blood counts, and takes analyses of body specimens.

The Medical Laboratory Assistant may be employed by a hospital, private clinical laboratory, or physician's office. Adequate skills for working with delicate instruments, and the ability to work with people (patients and coworkers) must be demonstrated.

There are many areas for specialization within this health cluster that raise the career ladder.

Look through your microscope; check the test tubes of this cluster.

DO YOU SEE YOURSELF?

THE NURSE'S AIDE

The Nursing Career Cluster is a very significant family of "people helping people." Some of its occupations consist of the Licensed Practical Nurse, Nursing Aide, Orderlies and Attendants, and, of course, the Registered Nurse. The persons belonging to this health cluster may be male or female.

One occupation of this cluster is the Nurse's Aide. The Nurse's Aide assists in the care of hospital patients, under the direction of the nursing and medical staff.

Some of the duties of the Nurse's Aide consist of bathing, dressing and undressing, feeding, and assisting patients with their needs. The nurse's aide has the most personal contact with the patient. Therefore, this person must be kind, understanding and efficient.

Some of the skills required of the nurse's aide is the taking and recording of temperature, pulse and respiration. They also involve the taking and recording of blood pressure and the measuring of liquid and food intake and output.

In specific areas of the hospital, such as an examining room or delivery room, the nurse's aide may be found draping patients for examination and treatment, or preparing patients for delivery. The nurse's aide may be found in the nursery feeding babies, or in the operating room sterilizing and assembling packs and instruments.

Every health specialty has housekeeping duties. The nurse's aide performs these duties by cleaning treatment trays and instruments, storing supplies and maintaining cleanliness in the patient's room, operating room, or special treatment rooms.

Communication is a key function of this health worker. The aide may have to give directions to patients or their visitors, answer the telephone, and run errands for the nurse or physician. This is a highly dependable person.

THE NURSE'S AIDE

IS

THE RIGHT HAND

OF THE NURSE!

The content of these essays represents those careers in which you may begin to study while in High School.

Now that you are AWARE of career opportunities, you should further EXPLORE these opportunities, and later SELECT one career that interests you.

Take your time and carefully PLAN for this selection!

(Activity 2)

See a film on Health Careers.

Recommended Films:

*Careers in Health-15 minutes, Color, 16mm.

Depicts young hospital employees in positions open to high school graduates: Indicates that training and/or education is needed for promotion; includes Aides, Medical Secretaries, Laboratory Assistants, Ambulance Attendant, Physical or Occupational Therapy Assistant, X-Ray Aides, Food Services Workers, Receptionist and others.

Health Careers-13 minutes, Black and White, sound, 16mm. Produced 1956.

Documentary film which introduces today's youth, their parents and teachers, and the general public to all kinds of career opportunities in health. Designed to stimulate discussion.

Both Films Available:
National Health Council
1740 Broadway
New York, New York 10019

*Most Recommended.

Optional Activity

Read Allen, Introduction to the Health Professions, C.V. Mosby Company, 1975.

This will present further information about Health Careers.

(Activity 3)

Demonstrate your knowledge about Health Careers by completing the following "Self Check."

1. List the five Health Careers that you may begin to study while in High School.

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

2. Identify the skills that are common to most health occupations within the health career clusters.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Match the following:

_____	Cares for the elderly and handicapped in their homes.	A. Medical Laboratory Assistant
_____	Involved in activities concerned with the business affairs of the physician.	B. Ambulance Attendant
_____	Works under the supervision of technologist or pathologist in doing laboratory tests such as blood and urine specimens.	C. Home Health Aide
_____	Transports the sick and injured to hospital or emergency care units.	D. Medical Secretary

4. Identify a Career or Careers that were NOT known to you before taking this module.

   _____
   _____
   _____

5. If you were asked to select a career today, which career would you select?

   A Health Career? (Yes) or (No)_____

   Which Health Occupation?_____

   Why? _____
   _____
   _____

OR

Would you select another career?
(Yes) or (No) _____

Which One? _____

Why? _____
_____

Feedback Compare your completed "Self Check" with the following "Model Answers."

1. The five Health Careers that you may begin to study while in High School are:

   1. Dental Assistant
   2. Homemaker-Home Health Aide
   3. Medical Assistant
   4. Medical Laboratory Assistant
   5. Nurse's Aide

2. Skills that are common to most health occupations within the health career cluster are:

   Patient Care and Preparation
   Use of delicate instruments
   Knowledge of "The Language of Health"
   Communication skills and Ethics
   Housekeeping duties
   Office Management Receptionist
   Office Management Records and File maintenance

3. The following match:

   1. (C) The Home Health Aide cares for the elderly and handicapped in their homes.

   2. (D) The Medical Secretary is involved in activities concerned with the business affairs of the physician.

   3. (A) The Medical Laboratory Assistant works under the supervision of a Medical Technologist or Pathologist in doing laboratory tests such as blood and urine specimens.

   4. (B) The Ambulance Attendant transports the sick and injured to the hospital or emergency care units.

4. Compare this answer with the answers that you use in the following learning experiences. This will help you to determine if you are really exploring all the health careers before making a final decision.

5. Compare these answers with your CAREER PLAN at the end of this module.

You may wish to discuss questions four and five with your Teacher and/or Counselor.

Before moving to Learning Experience II, questions one through three must be answered in accordance with the "Model Answers."

STUDENT PERFORMANCE ASSESSMENT FORM

	LEVEL of PERFORMANCE	
	Satisfactory	Unsatisfactory
1. Student correctly named and described three health careers.		
2. Student listed High School course requirements for the above three careers after using the VIC's computer.		
3. Student listed three possible places for job opportunities in each of the three careers.		

Instructor's signature _____

Instructor's comments: